

MARKETIPS

A GSA Supply Catalog Supplement

Vol. 8, No. 3

July, 1983

How to Obtain Marketips

MARKETIPS is available without charge to authorized users of GSA supply sources and is sent to the same addressees as the GSA Supply Catalog using Mailing List Code OSSC - 0001. A separate listing will not be established, so please obtain a copy of GSA Form 457 (Publications Mailing List Application) to order these publications, change quantities or report address changes or cancellations.

Forms may be obtained by calling FTS 234-4195 (COM: 303-234-4195), or by writing to:

General Services Administration (8BRC)
Bldg. 41, Denver Federal Center
Denver, CO 80225

General Procurement Information

New Item Introductory Schedules (NIIS)

Many FSS customers are unaware that we have a Multiple Award Schedule which makes new and improved items available to executive agencies

Ordering procedures are easy:

1. If you are not now receiving copies of the NIIS, call FTS-234-4195 or 303-234-4195 and request a GSA Form 457, FSS Publications Mailing List Application, which you may submit in order to be placed on distribution.
2. Review the new items available to you and request desired brochures and pricelists from contractors whose telephone numbers are provided in the schedule.
3. Place your order directly with the contractor. If a salesperson from the business community demonstrates a new item of interest to you, we would appreciate your telling them about the New Item Introductory Schedule. They can fill out an application to be considered for inclusion at the nearest GSA Business Service Center.

Saving through Blanket Purchase Arrangements (BPA's)

We discussed in an earlier issue of MARKETIPS the idea that agencies consider using BPA's, coupled with GSA's schedule program, to save money. We'd like to expand on that. Federal Supply Schedule contracts normally include provisions for the establishment of BPA's between the contractor and customer agencies. A BPA can reduce administrative workload and save money through quantity discounts for small quantity purchases.

Continued on next page



**General Services Administration
Office of Federal Supply and Services**

Saving Through Blanket Purchase Arrangements (BPA's) Con't.

How does the BPA work? You, the customer agency, and the contractor reach an agreement to enter into a BPA during the schedule period. The BPA may be for the entire schedule period or any part thereof - it may not exceed the schedule period. It should include the estimated quantity which you expect to purchase. (The estimated quantity may exceed the schedule maximum order limitation (MOL). MOL's apply only to the individual order which will be placed against the BPA, not to the total estimated quantity.) You then may place orders against the BPA with a minimum of paperwork and the contractor will bill you periodically: monthly, quarterly or annually, depending on the agreement.

Big savings can also be obtained through the use of BPA's for schedules which include discounts or lower prices for quantity purchases. For example, if you state that you anticipate buying 1,000 units of a product from a contractor during the contract period, and the quantity discount contract price of each unit when purchased in lots of 1,000 is \$10, the price you will pay throughout the contract period under the BPA will be \$10, even if the normal single unit price is \$20 if ordered individually. But, if the estimated quantity is not actually ordered the contractor is obligated to apply the applicable quantity price for the quantity actually ordered and bill the customer for the difference.

Schedules Information Center

For agency convenience, the Federal Supply Schedules Information Center maintains a library of Federal Supply Schedules and authorized contractor catalogs, the GSA Supply Catalog as well as the Federal Prison Industries Catalog and the Procurement List published by the Committee for Purchase from the Blind and other Severely Handicapped.

Center personnel will be pleased to provide telephone assistance between 8 - 5 e.s.t. The telephone number is (FTS) 557-8177 or COM: 703-557-8177, or Autovon 225-9684.

The Center is open for walk-in assistance from 8 - 4 e.s.t., and photocopying is available. The location is 1941 Jefferson Davis Highway (Crystal Mall Building 4), Room 634, Arlington, Virginia. Written inquiries should be directed to: Schedules Information Center (FCO), General Services Administration, Washington, D.C. 20406.

Improved Direct Delivery Contract Procedures

Prior to issuance of direct delivery orders for stock items, FSS contacts ordering activities. This procedure ensures that the slightly longer lead times associated with direct delivery are acceptable to the activity.

Customers have expressed concerns that the number of contacts is too high, so we are revising our procedure to reduce the

number of contacts with priority designator codes 01 through 08, so that the order will generally be made before a direct delivery contract is initiated.

For priority designator codes 09 through 15 designator codes, all orders will generally be made if approximately one-third of the quantity cannot be issued from depot stock, or if the order is to be filled through direct delivery within

the revised procedure to improve customer service. For more information, contact the Special Customer Service Officer at the number listed on pages 464 and 465 of the manual. If there are any questions or comments.

Help Us Improve Quality

Quality complaints on items bought in a Self-Service Store or Customer Supply Center should be brought to the attention of the manager at once so that corrective action can be taken. If there are items you need that could be stocked, please let us know so that we can better serve your needs.

GSA Talks Tools

Attention: Aircraft and Helicopter Maintenance Shops

NSN 5120-00-337-9652, Torque Wrench Multiplier, is available for immediate delivery from the GSA stock system. The selling price is \$1,346. This tool will loosen and tighten propeller shaft retaining nuts; aircraft engine thrust bearing nuts; helicopter rotor clutch, fan and transmission nuts; turbo-jet engine turbine couplings and bearing retaining nuts. It has a torque input through a 3/4 inch female drive, with torque output through an internal spline, 8/16 pitch, 43 teeth. Input to output ratio is greater than 10 to 1. Sweeney model number 8100. For more technical information, contact Bill Wacker, FTS 557-9110 or 703-557-9110.

Metric Tools

Do you need metric tools? The GSA Tools Commodity Center offers a wide range of metric tools. For a complete list of these tools, please call our customer representative, Ms. B. J. Giddens, on FTS 557-8575 or 703-557-8575.

Notice to Air Conditioner Repair Personnel

The air conditioner tool kit (NSN 5180-00-101-7623) shown on page 349 of the January 1983 GSA Supply Catalog is not a general air conditioner tool kit, as indicated. It can be used to install York division single stage turbo hermetic compressors (Navy), models LTEN 67 and 76. Suggested alternative for air conditioner repairs is tool kit, refrigeration service, NSN 5180-00-596-1474, page 352 of the catalog. Please call the contracting officer at FTS 557-9212 or 703-557-9212 with any questions.

Save 50% on Tools

The following item prices are effective for 60 days or until stock is depleted. Submit requisitions with acquisition advice code "2J".

<u>NSN/DESCRIPTION</u>	<u>U/I</u>	<u>QTY AVAILABLE</u>	<u>50% REDUCED SELLING PRICE</u>
5180-00-515-9697 47-piece Tool Kit, Plumbers. Contains antiseize compound; expansive bit; hacksaw blade; ratchet bit brace; paint brush; wire brush; calking tools; chalk line and reel; chisels; marking crayon; pipe cutter; cutting oil; liquid fuel fire pot; hacksaw frame; goggles; hammers; melting ladle; lead joint runner; line level; level and plumb; hand oiler; pliers; plumb bob; melting pot; rule; reamer; saw; screwdriver; carpenter's square; measuring tape; thread cutters; trowel; pipe vise and stand; wrenches; yarning iron.	EA	113	\$ 719.00
5180-00-408-1879 Tool Equipment TE-114. An assortment of tools and supplies for third echelon and higher, radio and radar repair. This tool kit was assembled from Marine Corps stock list S1-3-00304A.	EA	70	\$ 334.00
5120-00-805-2786 Wrench, Ratchet. Copper alloy overall nonmagnetic, nonsparking and reversible, 11.5" L, 0.750" Thick and 0.500" surface size	EA	793	\$ 10.25

Special on Shovels

GSA is offering 13,447 shovels in their original containers for \$9.90 under NSN 5120-00-965-0609Y. These high grade shovels were originally purchased under NSN 5120-00-965-0609 at \$12.30 each. (These shovels are not suitable for use in fire suppression.

Order with a "Y" suffix after the NSN and cite advice code 2J to obtain at the reduced price. Price effective until stock is depleted.

Furniture

Safety Alert: Double Shell Office Chairs

Defects which could result in failure are present in chairs purchased from: (1) Metalstand Company (GS-00S-00117) between January 15, 1980, and February 9, 1981; and, (2) Harvard Interior (GS-00S-00103) between December 27, 1979, and January 6, 1981.

For chairs purchased under these contracts please examine:

1. The bottom of the chairs for cracks, with close attention to shell in the areas adjacent to the four fasteners used to secure the chair to the base assembly.
2. The weld at the seat base plate to spindle interface for cracks or other signal of ineffective welds.
3. The welds at the leg to spindle interface for cracks or other signs of looseness or ineffective welds.
4. The tilt mechanism for loose parts or broken welds or peens.
5. The lower back of the chair for cracks. These cracks are usually cosmetic; however, they may indicate structural decay of the inner shell.

The above defects usually occur after 2 or 3 years of service. Therefore, older chairs should be examined as soon as possible.

Report SF 368, to the GSA Regional Office servicing your geographical area to obtain repair or credit.

NSN's ARE:

7110-00-597-7959	7110-01-018-6757	7110-00-602-0330	7110-00-602-0254
7110-00-602-0229	7110-01-017-3634	7110-00-597-7980	7110-01-601-9031
7110-01-601-9030	7110-00-597-7999	7110-00-602-0262	7110-01-601-9033
7110-00-597-8000	7110-00-602-0263	7110-01-601-9037	7110-00-597-8010
7110-00-597-8009	7110-00-602-0266	7110-00-597-8014	7110-00-602-0325
7110-00-602-0322	7110-01-601-9040	7110-00-601-9044	7110-01-015-9291
7110-01-601-9041	7110-00-601-9043	7110-00-149-1649	7110-00-149-2073
7110-00-149-2072	7110-00-149-2064	7110-00-149-2074	7110-00-149-2066
7110-00-149-2065	7110-00-149-1650	7110-00-149-2067	7110-00-149-1653
7110-00-149-1652	7110-00-149-2075	7110-00-149-1654	7110-00-149-2077
7110-00-149-2076	7110-00-149-2068	7110-00-149-2078	7110-00-149-2070
7110-00-149-2069	7110-00-149-1655	7110-00-149-2071	7110-00-149-1659
7110-00-149-1656	7110-00-149-2079	7110-00-149-2069	7110-00-000-0103
7110-00-018-6727	7110-01-000-0102	7110-00-597-7968	7220-00-601-9037

Desk Connector

GSA has available an adapter connector (NSN 7110-01-142-5678) to connect old style contemporary desks or attachments to new style contemporary desks or attachments. The adapter connector sells for \$5.60 and is stocked in GSA depots.

Executive Furniture Update

Executive wood furniture items listed below are covered by mandatory Special Order Program contracts. Customers must obtain their requirements by submitting requisitions to GSA for normal delivery within 120 days. Prices do not include transportation charges. These items are available under Federal Supply Schedule FSC 71, Part II, Sections A, B and C, and will be included in future issues of the schedule.

Bookcase, Wood, Executive, Unitized
7110-00-973-5127, \$260.05/EA

Credenza, Wood, Executive, Unitized
7110-00-762-5513, \$217.20/EA

Tables, Wood, Executive, Unitized:
60 x 30" Top, 7110-00-958-0780, \$112.54/EA
72 x 34" Top, 7110-00-823-7675, \$137.67/EA
96 x 38" Top, 7110-00-903-3061, \$200.08/EA
120 x 48" Top, 7110-00-902-3052, \$353.77/EA

Costumer, Wood, Executive, Traditional
7195-00-132-6642, \$100.66/EA

Travel Assistance

Professional Travel and Transportation Assistance

To accommodate the travel needs of civilian executive agencies, GSA has contracted with commercial travel agents nationwide. For more information, phone the Transportation Group in your GSA Regional Customer Service Bureau.

The airline contract city pair program provides official travelers with reduced fares on over 450 routes. The hotel/motel discount program now includes more than 2,600 establishments in more than 900 cities.

The Federal Travel Directory and the Hotel/Motel Directory are available from GSA's Office of Transportation at FTS 557-1256 or 703-557-1265.

Miscellaneous

IBM Selectric III Users

Agencies are reporting difficulty in obtaining replacement ribbons for IBM Selectric IIIs purchased through GSA's Federal Supply Schedule 74 I B (contracts GS-00S-63046 and #-41264). These machines require a Selectric II ribbon and will not function properly with a Selectric III ribbon. The correct ribbon (7510-01-095-2184: orange leader correctable) is available on schedule 75 II B and is stocked in GSA Self-Service Stores.

NSN 7510-01-095-2183 (yellow leader ribbon) is being deleted because the orange leader serves the same purpose and is a more economical correctable ribbon.

Masking Tape

The Type I creped and Type II flat masking tape shown on page 20/1 of the January 1983 GSA Supply Catalog are described by CID A-A-883. The CID states that the tapes are not suitable for use on all paints, varnishes or other finishes, whereas the catalog description for those items implies the tape can generally be used for paint masking as well as other applications. Customers should not attempt to use the CID masking tape for paint masking on aircraft, shipboard items, vehicles, or other material subject to stressful environmental conditions. Instead, order the MIL-T-21595 masking tape shown right below the CID tapes on the same page and column of the catalog.

Legal Pads

On June 2, 1982, GSA Bulletin FPMR B-120, Subject: Elimination of legal-size paper was published. This bulletin informs Federal agencies of the desirability of reducing the use of legal-size files. It does not eliminate the use of legal-size paper.

Many agencies have taken the directive to mean that legal-size paper will no longer be available and have expressed concern regarding the availability of legal-size xerographic paper and yellow legal pads.

GSA recognizes the need to use legal-size paper for certain applications and will continue to supply both of these items. Legal size yellow pads may be ordered by using NSN 7530-01-124-7632 at a cost of \$6.60 per dozen. This is a replacement NSN and is not carried in the current GSA Supply Catalog.

NSN Changes for Dated Items

National Stock Numbers for dated items change each year. Selling prices for the 1984 calendar and other dated items are subject to change because procurement prices have not been finalized. Order early to ensure delivery by the first of the year!

<u>1984 NSN</u>	<u>1983 PRICE</u>	<u>U/I</u>	<u>1983 NSN</u>	<u>DESCRIPTION</u>
<u>CALENDAR PADS</u>				
7510-01-118-3409	\$.73	EA	7510-01-117-7714	Flipover pad, size 3 x 3-5/8".
7510-01-117-7710	.97	EA	7510-01-118-5489	Executive, Flipover, pad, 3-5/8 x 5-7/8".
<u>*POCKET PLANNING SET</u>				
7510-01-119-6369	2.25	SE	7510-01-119-6368	Pocket size loose-leaf memorandum book and 12 monthly diaries.

* GSA will no longer supply the Pocket Planning Set Refill.

LOOSE LEAF APPOINTMENT

BOOK REFILL

7530-01-125-5927	1.55	EA	7530-01-115-1526	Refill, Appointment Book, for use with binder NSN 7510-00-285-1765.
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WALL CALENDAR

7510-01-120-8402	.10	EA	7510-01-120-8401	Display 3 months at a time, size 11-5/8 x 8-7/8".
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ACTIVITY SCHEDULE

7540-01-068-3390	.24	SE	7540-01-068-3389	Optional form 67, monthly sheets ruled into square for each day, size 8-1/2 x 11". Designed to fit Standard 3-ring notebook or binder. Set of 12.
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WEEKLY APPOINTMENT BOOK

7530-01-115-1527	.81	EA	7530-01-126-2487	Compact appointment guide, two pages display an entire week, with each column broken into 15 minute intervals, size 11 x 8-1/2"
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CALENDAR BLOTTER

7510-01-073-8934	1.25	EA	7510-01-074-6258	Calendar pad, blotter size 17 x 22". Monthly sheets ruled in square for each day.
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Sale of Discontinued Items

For a limited time, GSA is offering NEW items in original containers at 1/2 the regular selling price. The following prices are effective for 90 days from the date of this publication or until the stock is depleted. Submit requisitions with acquisition advice code "2J".

<u>NSN/Descriptions</u>	<u>U/I</u>	<u>QTY Available</u>	<u>50% Reduced Selling Price</u>
7510-00-530-7191 List finder refills, automatic. For use with index Model A-100.	SE	3,598	.36
7510-00-959-4446 Tape, embossing 1/4" wide glossy finish, yellow, 12-ft rolls.	RO	658	.28
7510-00-104-9338 Ribbon, Accounting Machine for RCA 333, GE 225 and Control Data 1612 high-speed printers. Black nylon, 12 3/4" wide, 15-yds long.	EA	485	4.85

<u>NSN/Description</u>	<u>U/I</u>	<u>Qty Available</u>	<u>50% Reduced Selling Price</u>
7510-00-191-6039 Ribbon, Addressing Machine. For use with Addressograph- Multigraph model nos. 100, 200, 300, 400, 500, 700, 1700, 2100, 2200, 2300, 2400, and 2700. Without spools; with machine attachments. Black cotton, 1 1/4" wide.	EA	1,099	.33
7510-00-482-5342 Ribbon, Accounting Machine, for General Instrument Model #TT558G high-speed printer. Black nylon, 14 1/16" wide, 20-yds long.	EA	382	7.95
7510-00-664-0646 Stapler refills for Ace Clipper Model #702. Undulated for greater tensile strength. 1/4" leg length, 1/2" crown width. 5,000 staples per box	BX	1,265	.90
7510-00-897-8115 Cartridge, ball point. For use on the AN/M PQ-29 polling system. 3.855" long, 0.227" dia.	EA	958	.45

Continued on next page

Sale of Discontinued Items, Con't.

8135-00-753-4545 RO 121 43.50
 Clear colorless
 cellophane for wrapping
 wet produce, frozen Foods
 or cartons, Low water vapor
 permeability. 16" wide,
 5000 ft. per roll.

Requisitions for the following must be submitted using acquisition advice
 code "2J" and with a Y suffix to obtain prices.

<u>NSN/Description</u>	<u>U/I</u>	<u>QTY Available</u>	<u>50% Reduced Selling Price</u>
7510-00-782-6202Y U.S. Postal Service Binder, Item #0039D, 2" capacity with 3-rings.	EA	10,550	\$ 1.30
8105-00-682-6665Y Bag, Paper, Millinery, Striped Brown, Flat Style, unbleached kraft, machine finished. 40-50 lbs.- 1,000 per bale.	BE	292	11.20
5335-00-597-9750Y Insect wire screening for windows, doors, and porch enclosures. Bright bronze, 14x18 mesh, 36" wide, 100ft. per roll.	Ro	661	46.00

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